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LA VILLA V
STUDENT HANDBOOK 1976 - 1978

THE VILLA JULIE COLLEGE SEAL

The dove symbolizes freedom, peace, individuality, poise, gentleness, love. The dove is ready for flight with strength in her wings, not too easily frightened, but forever alert to all that is happening around her.

The branch she stands on symbolizes life, growth, rootedness, the Seven Oaks.

The background of the seal, emphasizing the dove, is technically called the valley and is in green, symbolizing the Green Spring Valley; the green leaves express life, growth, hope.

The open rim signifies the college's efforts toward openness and its belief in open-ended education.

The seal as a unit symbolizes simplicity, as well as incorporation into the scholarly tradition of the past since the general design is derived from a medieval gothic seal.

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My dear students,

Welcome to Villa Julie. The two years you spend here will be a time of learning and growth, much joy, and, hopefully, great personal satisfaction.

This student handbook should help you over the rough spots. For the questions this manual does not answer, the counselors, your instructors, and the Deans and I will be glad to help you. Don't ever hesitate to ask us.

These two years, short as they will seem when you look back on them in a few years, are precious. They represent your time to find yourself, others, the world - in relative peace and with the freedom to explore, to question, and to learn.

The faculty and I look forward to helping you achieve your best goals.

Your devoted,

Sister Mary Stephen

Sister Mary Stephen,SND
President

Dear Fellow Students:

Hello and welcome to the Villa Julie College community! Now that you are new members of the college community, we would like to stress the importance of your individual enthusiasm and participation in VJC activities during your two-year stay.

Life at Villa Julie is certainly filled with many challenges and memorable experiences. You will find that the more challenges you undertake, the more rewarding the experiences will be for you.

To tackle the many challenges ahead is not as difficult a task as it may seem. Your fellow students, Faculty and Administrators, Student Advisors, Class officers, and Student Government officers are always close-by, willing to lend you a helping and guiding hand.

Remember, college does not have to be "all work and no play." Your social involvement in extra-curricular activities, in addition to your academic achievements, will make your college life a much more fulfilling experience.

At Villa Julie, the Student Government Association is here to serve you, but it is only with your input that we can produce successful activities. Only you can help us achieve our goals.

It is obvious that here at Villa Julie opportunity is always knocking at your door. It is our hope that you will answer this knock with your willingness to get involved.

We wish you much success in your endeavors,

Student Government Association

Senie Bartoli, President
Debbie Sudek, Vice-President
Lisa Dobbs, Secretary
Cindy Fiorino, Treasurer

ACADEMIC CALENDAR 1976-1977

FIRST SEMESTER

August

30	(M)	Registration (Sr.)
31	(T)	Registration (Sr.)

September

1	(W)	Registration (Fr.)
2	(Th)	Registration (Fr.)
7	(T)	Classes begin 8:00 a.m.
14	(T)	Last day to add a course

October

11	(M)	Columbus Day Holiday
22	(F)	End of First Quarter
29	(F)	Last day to drop a course

November

12	(F)	Veterans' Day Holiday
25-26		Thanksgiving Holidays

December

16-22		First Semester Examinations

December 23 - January 30: Semester Break

SECOND SEMESTER

January

24	(M)	Registration (Sr.)
25	(T)	Registration (Sr.)
26	(W)	Registration (Fr.)
27	(Th)	Registration (Fr.)
31	(M)	Classes begin 8:00 a.m.

February

7	(M)	Last day to add a course
21	(M)	Washington's Birthday Holiday

March

18	(F)	End of Third Quarter
25	(F)	Last day to drop a course

April

7, 8, 11, 12		Holiday

May

16 - 19		Final Examinations
22	(S)	Commencement 5:00 p.m.

ACADEMIC CALENDAR 1977-1978

FIRST SEMESTER

August

29	(M)	Registration (Sr.)
30	(T)	Registration (Sr.)
31	(W)	Registration (Fr.)

September

1	(Th)	Registration (Fr.)
6	(T)	Classes begin 8:00 a.m.
13	(T)	Last day to add a course

October

10	(M)	Columbus Day Holiday
21	(F)	End of First Quarter
28	(F)	Last day to drop a course

November

11	(F)	Veterans' Day Holiday
24 - 25		Thanksgiving Holidays

December

16 - 22		First Semester Examinations

December 23 - January 29: Semester Break

SECOND SEMESTER

January

23	(M)	Registration (Sr.)
24	(T)	Registration (Sr.)
25	(W)	Registration (Fr.)
26	(Th)	Registration (Fr.)
30	(M)	Classes begin 8:00 a.m.

February

6	(M)	Last day to add a course
20	(M)	Washington's Birthday Holiday

March

17	(F)	End of Third Quarter
22	(W)	Last day to drop a course
23, 24, 27, 28		Holiday

May

15 - 18		Final Examinations
21	(S)	Commencement 5:00 p.m.

ACADEMIC REGULATIONS

ATTENDANCE POLICY

Grades will be based on demonstrated achievement of the objectives of the course, not on appearance in class as such. In some courses class participation is obviously essential to the objectives of the course; this decision is left to each faculty member. Class attendance may, of course, be taken for purposes of learning to know names and faces, the guidance expected in an educational enterprise, and the personal concern traditional at VJC.

Every faculty member is expected to distribute to the students during the first week of the course: a summary of the general and specific objectives of the course, a statement of what the classroom presentations are designed to contribute to these objectives, and an Assignment and Test Schedule for the semester. All tests and major papers or projects should examine achievement of the stated objectives of the course.

Every student is responsible to achieve in some way the material covered or the skills exercised during scheduled classes. The student cannot expect special tutoring to make up for unnecessary absence from class; much less should he expect test dates to be changed for his convenience. Freedom of choice carries with it the obligation to accept the consequences of one's choice.

Faculty should be mindful of differences in student temperament, gifts, and mode of participation. Students should be mindful that they must communicate to their teachers somehow their achievement in the course; a student who would rather not place the full burden of this communication on his final exam and/or term project, would do well to communicate his growth in knowledge through class participation.

Finally, when the class grade has been given, the student should trust that the instructor has tried to give an honest appraisal of the student's accomplishment. Nevertheless, any student who questions the accuracy of a grade received may request an explanation from the instructor. A college that has a policy of "responsible attendance" also expects its students to exercise the responsibility of trying to handle their difficulties themselves. Only after this effort has been made should the faculty adviser, or a dean, or another third party be approached for further aid.

GRADES AND REPORTS

The academic standing of a student is determined by the quality and quantity of his work. For admission into the senior class, a student must have completed a minimum of thirty semester hours of satisfactory grade.

Grades are determined by the students' achievement in class work and by the midterm and final examinations.

Grades are issued at the end of each quarter. The first and third quarter marks are advisory; the semester grades determine actual academic standing.

The grading system is as follows:

A Unquestioned excellence; outstanding achievement.
B Above average attainment.
C Satisfactory mastery of essentials.
D Mere fulfillment of minimum requirements; inferior performance (only three hours of D in any one semester will be counted toward a degree). Generally not accepted for transfer credit.
F Failure; no credit for the course.
W Withdrawal if done within eight weeks after the beginning of the semester.
I Incomplete - the grade of "I" will be granted only by written request, and is subject to approval of both the Dean of the College and the instructor. An "I" which is not removed in four weeks automatically converts to an "F". No quality point average will be computed for a student while any course remains incomplete.

QUALITY POINT AVERAGE

Rank in class, academic standing, class promotion, graduation and honors are based on the quality ratio. This is computed by multiplying the number of semester hours of credit by the quality points given to the grade, and dividing the sum of the products by the total number of semester hours carried. The quality points allotted to each letter grade are as follows:

A	4 quality points
B	3 quality points
C	2 quality points
D	1 quality point
F	0 quality points

Therefore, if a student earned an A, a B and 2 C's for four three-credit courses and an A for a four-credit course, the quality point average (QPA) would be figured as follows:

		quality points		credits		
A	=	4	×	3	=	12
B	=	3	×	3	=	9
C	=	2	×	3	=	6
C	=	2	×	3	=	6
A	=	4	×	4	=	16
				16		49

49 divided by 16 = 3.0625

In any one semester only three credits in D are counted for the degree and computed in the quality point average.

DEAN'S LIST

Students who earn a quality ratio of 3.4 in any semester have their names placed on the Dean's List.

ACADEMIC STATUS

Any student who has attempted 9 to 16 semester hours of credit and whose quality point average falls below 1.50 is assigned probationary status for that semester. A student who has attempted 17 to 28 semester hours of credit and whose quality point average falls below 1.90 is considered on academic probation. After a student takes 28 or more credits, he must achieve a quality point average of 2.00 in order to be assigned regular academic status.

DEGREE REQUIREMENTS

In order to qualify for the degree of Associate in Arts, the student must meet the following requirements:

- Successful completion of a curriculum approved for the student by the college.
- Satisfactory completion of a minimum of sixty hours of academic credit.
- Earn no less than 30 hours of credit at Villa Julie College.
- Earn a quality point average of 2.00 or more ("C" average or better).
- Earn at least 40% of the credit hours in the Arts and Sciences:
  - Two courses in English Composition and Literature
  - One course in Speech or Drama
  - One course in the Fine Arts (Art, Music, Dance)
  - One course in Philosophy
  - One course in Religion
  - One course in the Social Sciences (History, Political Science, Sociology, Economics)
  - One course in Mathematics or Natural Science (Psychology, Physical Science, Biology, Chemistry)
- Satisfactory compliance with all the general regulations of the college.

It is the responsibility of the student to see that these requirements are fulfilled.

Any student intending to continue his education should check the requirements of the institution to which he expects to transfer.

LATE REGISTRATION

A student unable to be present at the scheduled registration hour may make arrangements with the Registrar for accomplishing this matter. A fee of $5.00 will be charged for each late registration.

SCHEDULE CHANGES

A student's program of studies is made out in consultation with the Dean of the College and/or the Division Chairman.

Any student attending Fall or Spring sessions who wishes to add a subject may do so only during the first week of classes each semester. Any student attending January or Summer sessions who wishes to add a subject may do so only before the second class meeting.

Any student attending Fall or Spring sessions is permitted to drop a course during the first eight weeks after the semester begins. After that time any student who drops a course receives a grade of "F". Any student attending January or Summer sessions is permitted to drop a course during the first two weeks after the semester begins. After that time any student who drops a course receives a grade of "F".

There will be a fee of $1.00 charged for each change in schedule made after registration is complete.

COURSE LOAD

The normal student load for full-time students is from 15 to 17 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 17 hours in any one semester without the permission of the Dean of the College. There is an additional tuition charge for credits over 17 hours.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus a student who does satisfactory work in a class that meets three lecture hours a week for one semester receives three credits for that class.

Part-time students may carry eight credit hours. Normal course load for the summer session is six credits. Exceptions to this rule must be approved by the Dean of the College, where the student is enrolled for a degree, either before or at the time of registration.

TRANSCRIPT REQUESTS

Transcripts are sent at the written request of the students. Beginning with the second transcript, a fee of $2 must be sent with the request form to the Registrar. All financial obligations to the College must be met before a transcript is issued.

WITHDRAWAL PROCEDURES

A student planning to withdraw from the college should understand that his record is not complete until he has officially withdrawn. The student must meet with a counselor and complete a Notice of Withdrawal Form and file this with the Registrar of the college.

A student must withdraw in person; however, in special cases a student may request by letter to be withdrawn.

The college reserves the right to ask a student to withdraw for reasons of unsatisfactory academic work or conduct detrimental to the spirit and operation of the college.

EXAMINATION POLICY

Examinations must be taken at the scheduled hour. If a student is unable to be present at the scheduled hour for the examination, he must present his reason in writing to the Registrar, and after securing the approval of the instructor (who must devise a new examination) the student may make arrangements with the Registrar for taking the examination. However, a fee of $10.00 will be charged for each early or late examination.

Students who have a conflict in their exam schedule should inform the Registrar. They will take their exam in a special "conflict room." The student will pick up the exam at the assigned time from the instructor and take it to the room set aside for conflicts.

DELAY OF INSTRUCTOR

If an instructor is late for class, the students should contact the Dean's office to find out if a message was left for the class, and what time the instructor is expected.

Students should wait for the instructor in the classroom at least ten minutes before leaving class for the day.

LIBRARY

BORROWING PROCEDURES

Three types of books are available in the library: circulating, reference and reserve.

1. Circulating books are shelved on the first floor. Books may be borrowed for four weeks and renewed if there have been no prior requests. The fine for overdue books is ten cents per book for each college day.

2. Reference books are consulted for information but are not intended to be read through. The books can be identified by the "R" above the call number. Reference books may not be taken from the library.

3. Reserve books are those which faculty members have selected for special assigned readings. Request reserve material at the circulation desk and sign the enclosed card. There will be twenty-five cents per hour charged for overtime reserve materials.

PERIODICALS

Current issues are shelved on the first floor. Back issues are bound and shelved on the second floor in alphabetical order. A list of the periodicals in the Villa Julie College library is available at the circulation desk. Periodicals may not be taken from the library.

AUDIO-VISUAL AIDS

Equipment and materials are requested at the circulation desk by means of requisition forms. Two listening rooms are available at the rear of the library. All equipment and materials must be returned immediately after their use.

REFERENCE SERVICES

The library staff will be glad to help you in locating materials for your research.

LOST BOOKS AND MAGAZINES

Each student is responsible for the book or magazine which is checked out in his or her name. Lost books and periodicals will be charged according to the current price.

HOURS

Library hours are posted at the library entrance.

INTERLIBRARY LENDING

Beginning February 18, 1975, Villa Julie College library has been participating in the Baltimore County and Academic Libraries Interlibrary Network.

Villa Julie College library readers may return any materials borrowed from Baltimore County Library System or Enoch Pratt Library and request books at the circulation desk.

16 MM films may also be borrowed from Enoch Pratt Film Library. See the Librarians for the details.

STUDENT SERVICES

COUNSELING SERVICE

The Counseling Office is located on the ground floor of the Student Center. The service is offered to assist students with the range of personal, vocational and academic needs which they may encounter during their years at Villa Julie College.

Individual and group counseling and advisement are available in such areas as: study techniques, career exploration and vocational testing, and personal and social adjustment. Students are encouraged to use these services as their needs require.

The relationship students establish with the counselor is based on the principle of confidentiality as standard ethical practice.

STUDENT ADVISING PROGRAM

The Student Advisors are trained student volunteers who are selected on the basis of their academic achievement and ability to relate well to others.

Through their involvement in orientation activities, tutoring services and general advisement, the Student Advisors seek to assist new students in making a successful adjustment to the Villa Julie College environment.

PLACEMENT SERVICE

The Placement Office, located on the ground floor of the Student Center, assists students and alumnae in securing full-time and part-time employment. In addition, the Placement Director works with seniors in securing positions for internship.

Services include informing students of job opportunities, pre-screening job applicants, and maintaining placement credentials for all registered students and alumnae.

Career Awareness programs, involving guest speakers from the business, government and professional community, are scheduled throughout the year. Career counseling is available on an individual basis throughout the year. A Career Information Area (CIA) is maintained in the Library for student use.

HEALTH SERVICES

There is a registered nurse on call for routine first aid and emergencies. An infirmary with adjoining bath is located on the second floor of Founders'

Hall. When desirable, specialists who are registered with the college, may assist with any referrals.

CAMPUS MINISTRY

Campus Ministry seeks to serve the college community, and through them, the larger community in which the college is located. Campus Ministry also strives to help each student strengthen his own faith while understanding and respecting the faith of others. The Campus Ministry team, composed of the Director and student members, plans liturgies, prayer services, retreats, camping trips and other socials. The Campus Ministry office is located on the ground floor of the Student Center.

FINANCIAL AID

The Financial Aid program at Villa Julie College is designed to assist any student who can demonstrate a need for financial help in order to pursue or continue his college education. The amount of financial assistance a student may receive depends solely upon his need - taking into account his own financial resources, those of his parents, and the cost of attendance at Villa Julie College.

A student seeking financial assistance may receive it in the form of a loan, a scholarship, a grant, on-campus employment, off-campus employment, or any combination of these aids depending on the particular circumstances. The Financial Aid Committee is responsible for formulating policy in regard to financial assistance and the Director of Student Financial Aid is responsible for executing this policy. Students eligible for veterans' benefits should contact the local Veterans Administration office to obtain the necessary forms.

THE COLLEGE STORE

The College Store is located on the first floor of Founders' Hall near the vending machines. Students may obtain textbooks, school supplies, cards, stationery, posters, pennants, VJC car stickers and gifts in the College Store which is open daily.

I.D. CARDS

Identification cards will be issued to each student at Fall registration. The I. D. card, upon presentation, entitles Villa Julie College students to free or reduced admission to mixers, dances, Drama and Glee Club presentations. Student discounts are also available at selected stores and establishments throughout the area.

The initial cost of the I. D. card is covered by the Student Activity fee. Losses should be reported to the Dean of Students' Secretary. A charge of $2.00 will be made for the replacement of a lost card.

FOOD SERVICE

Food Service is provided by vending machines located in Founders' Hall. Hot and cold lunches, snacks, beverages, and desserts are available. Periodically, special luncheons are prepared by various campus groups for the enjoyment of the campus community.

LOCKERS

The locker room is located on the ground floor of the Student Center. Lockers are assigned during orientation.

Locks are not essential for lockers; however, those using locks are asked to register the combination with the Dean of Students' Secretary.

MAILBOXES

Student mailboxes are located in Founders' Hall near the food service area. Each mailbox has the student's name above it.

Although the mailboxes are open, the right of privacy must be observed.

Students are asked to check their mailboxes daily.

LOST AND FOUND

Report all lost-and-found articles to the Bookstore Manager.

INFORMATION AT A GLANCE

FOR	WHO	WHERE
Absence of Instructor	Dean of the College	Administration Wing
Academic Program	Dean of the College	Administration Wing
Address Change	Registrar	Administration Wing
Admissions	Director of Admissions	Founders' Hall
Athletic Equipment & Bicycles	Dean of Students' Secretary	Student Center
Books and Supplies	College Store	Founders' Hall
Campus Ministry Activities	Director of Campus Ministry	Student Center
Clubs and Activities	Director of Student Activities	Founders' Hall
College Policy	President	Administration Wing
Course Changes	Registrar	Administration Wing
Faculty Office Hours	Posted on Their Doors	See Map Section
Fees, Charges, Tuition	Business Manager	Administration Wing
Food Machines	Bookstore Manager	Founders' Hall
Grades	Registrar	Administration Wing
I. D. Cards	Dean of Students' Secretary	Student Center
Illness or Injury	Dean of Students	Student Center
Jobs, part or full-time	Director of Placement	Student Center
Library	Librarian/Assistant Librarian	Library
Lockers	Dean of Students' Secretary	Student Center
Lost and Found	Bookstore Manager	Founders' Hall
Personal Problems	Dean of Students/Counselor	Student Center
Reference Materials	Librarian	Library
Scholarships and Loans	Director of Financial Aid	Learning Center
Scholastic Problems	Dean of College/Dean of Students	Adm. Wing/Stud. Ctr.
Social Activities	Director of Student Activities	Founders' Hall
Student Government	Director of Student Activities	Founders' Hall
Student Publications	Director of Student Activities	Founders' Hall
Test Interpretations	Dean of Students	Student Center
Transcripts	Registrar	Administration Wing
Transfer Information	Dean of the College	Administration Wing
Vocational Planning	Dean of Students/Director of Placement	Student Center
Withdrawal from College	Dean of Students/Registrar	Stud. Ctr./Adm. Wing

WHOM TO SEE FOR INFORMATION

President	Sister Mary Stephen Learning Center, Administration Wing
Dean of the College	Sister Helen Lawrence Dawson Learning Center, Administration Wing
Dean of Students and Counselor	Mrs. Lois O'Brien Ground Floor, Student Center
Business Manager	Mr. Joseph Greenfield Learning Center, Administration Wing
Director of Admissions	Mr. Robert Koermer Founders' Hall, First Floor
Director of Student Financial Aid	Sister Mary Bernadette Killian Learning Center, Colonnade Side
Director of Campus Ministry	Sister Kathleen Mary O'Brien Ground Floor, Student Center
Director of Student Activities	Mrs. Linda Ciotola Founders' Hall, Second Floor
Director of Placement	Mrs. Anne Shelton Ground Floor, Student Center
Registrar	Sister Mary Alice Dante Learning Center, Administration Wing
Librarian	Mrs. Helene W. Jeng Learning Center, Library
Student Advisors	Connie Belz Kathy Croghan Cindy Fiorino Joy Fisher Mary Helfrich Lisa Hinder Lynda Horn Candy Louden Cindy Lubreski Mary McCleary Diana O'Brien Debbie Preston Robyne Resnick Debbie Seifert Holly West Henry Williams

ACTIVITIES AND AWARDS

CO-CURRICULAR ACTIVITIES

The Festival of the Fine and Lively Arts

Each spring a day is set aside to commemorate the founders of Villa Julie College with a festival staged by the students in the Fine Arts. The program consists of presentations by the modern dance group, the choral group, the art department, the drama department, and other interested campus groups.

Drama

Three major productions are scheduled during the year by the Drama Department; in addition Scene Studies take place each year while Readers' Theatre presentations and outdoor touring productions are planned at least bi-annually. Villa Julie students perform at various informal campus/community gatherings and have staged productions in recent years at the Annapolis Fine Arts Festival, the Towson Arts Festival, and at the dedication of the Inner Harbor Project.

Dance

Along with its yearly performance, the dance group (drawn primarily from the dance classes), also sponsors trips to various performances and lecture/demonstrations off-campus.

Music

The chorus presents formal concerts twice annually, once at Christmas and once in the spring. In addition, the chorus participates in the Fine and Lively Arts Festival and is often incorporated into the program of college ceremonies, such as Baccalaureate.

Art

Exhibitions of well-known artists are held periodically in the Art Wing Gallery and in the VJC Library. Student art work is also displayed in the Art Wing at various times throughout the year.

Groups of local professional artists and sculptors frequently schedule special exhibitions for the Villa Julie Library.

GENERAL ACTIVITIES

Orientation

The New Student Orientation Program is designed to facilitate a student's transition into college life. Students are informed as to academic requirements and procedures, as well as student personnel services and extra- and co-curricular events.

The program begins with pre-registration during the summer. At this time students meet with the Dean of the College, members of Student Personnel Services, and Division Chairmen to discuss program and course selection.

The orientation program continues in the fall when meetings and activities are planned to acquaint incoming students with campus life and to integrate them into the college community.

A Parent Orientation Program is also planned each year, parents being invited on campus in order to learn about VJC college life and to speak with representatives from the administration and faculty.

Campus Days

The Admissions Office arranges two days every year on which high school students are given the opportunity to visit the college, to sit in on classes, to talk with students and faculty, and, generally, to learn about the college on a first-hand basis.

Closing Convocation

Those students who have achieved high academic standing, as well as those who have been eminent in their service to the college, are honored by a general convocation of students and faculty near the end of the academic year.

Baccalaureate Service

This final gathering of the Senior class before graduation is planned primarily by the graduating class itself. The service solemnly commemorates the completion of one phase of the student's life and celebrates the opening of another. Family and friends are encouraged to share in this experience.

Commencement

The culmination of each academic year is commencement at which seniors, parents, family, and friends attend the presentation of degrees and honors. Freshmen are invited to attend these exercises.

EXTRA-CURRICULAR ACTIVITIES

Every Tuesday and Thursday the college schedules a free period from 1 to 2 p.m. to accommodate various extra-curricular activities. Meetings and work periods as well as campus interest group events are usually scheduled during this time. Every student is cordially encouraged to avail himself of this free time to participate in any one of the following extra-curricular activities.

Student Government Association

The Student Government Association of Villa Julie College believes that student participation in the conception and implementation of campus activities and policies promotes not only the intellectual development and maturation of the individual, but also a sense of cohesiveness within the campus community. The organization and perpetuation of a student government at Villa Julie offers students opportunities for practical application of professional skills and for the development of administrative abilities. In addition, student government, by organizing a range of extra-curricular activities (including mixers, concerts, speakers, films, informal athletics, community projects, etc.), helps to enrich campus life, thus broadening the college experience of every student.

The Student Government Association is organized into three branches, an Executive Committee, a Legislative Council, and a Judiciary Council on which council-elected representatives-at-large serve together with the student-elected Student Government Association and class officers. Officers are elected annually and serve as ex-officio chairmen of the various subcommittees, which are under the direction of the Legislative Council. Council meets weekly; students are invited to any open meetings. Student opinion and participation are actively solicited through Student Government Association subcommittees. Any student interested in making suggestions or expressing attitudes to the Student Government Association can contact the Communications committee, chaired by the freshman class president. Any student interested in serving on the Student Government Association in any capacity can contact the Appointments Committee, chaired by the freshman class vice-president.

Black Students' Union

The Black Students' Union, founded November, 1971, serves to promote an awareness and appreciation of Black culture on the Villa Julie campus. Each fall, the Black Students' Union sponsors a Black Arts Festival thereby displaying examples of both the performing and fine arts which are executed by members of the black community from both Villa Julie and the Baltimore area. Various other activities are sponsored by the Black Students' Union throughout the academic year.

Adults in Continuing Education

ACE is designed for those "returning" students who are continuing their education after some break. The organization attempts to create an atmosphere in which these students can share problems, as well as discuss individual goals and feelings related to their common decision to pursue an education.

ACE, in addition, sponsors panel discussions and workshops throughout the year in order to provide prospective returning students from the community with information and encouragement.

Future Secretaries Association

A Future Secretaries Association chapter was established at Villa Julie College in 1975. The purpose of FSA is to stimulate interest in the secretarial profession, develop an appreciation of the importance of basic skills, and encourage students to develop a high level of competence through a continuing program of education. In cooperation with the Monumental Chapter of the National Secretaries Association, members have an opportunity to participate in workshops, seminars, and National Secretaries Week; members also have an opportunity to sponsor speakers, trips and projects.

College Publications

College publications include "The Villager," the student newspaper, and "Seven Oaks," the college yearbook. The newspaper is published on a monthly basis and is operated and managed by students with the assistance of a faculty advisor. A journalism class works in tandem with the publication of the paper and aspiring (though inexperienced) journalists should consider adding it to their schedule. Other interested students can contact the editor or advisor of the paper in Founders' Hall.

The yearbook, revived as the "Seven Oaks," is also compiled by students with some assistance by a faculty advisor. The book attempts to distill the events, people, and occurrences of each academic year at Villa Julie into a photographic image. Any student interested in working on the staff should contact the editor or faculty advisor.

Informal Sports

The Office of Student Activities and the Student Government Association sponsor informal athletics on campus. SGA backs various teams for student marathons (basketball, football, etc.) which are sponsored by Baltimore area colleges and organizations. SGA, in addition, is instrumental in planning several student-faculty athletic events during the year.

The Office of Student Activities makes available to all Villa Julie College students various sports equipment; tennis rackets, bicycles, basketballs, footballs, softball apparatus, and golf clubs are all available on loan to students with Villa Julie College I. D. cards. The Student Activities Director usually plans, as well, a ski trip in the winter and a softball schedule in the spring.

The college has its own tennis courts, and tennis clinics, given by a Baltimore area professional, are available during both the spring and summer. A tennis club utilizes the Villa Julie College courts, but Villa Julie College students have priority. Keys to the courts may be obtained from the Office of Student Activities. Weekend and overnight use of the key is permitted. Students interested in the tennis clinic should also contact the Office of Student Activities.

AWARDS

Villa Julie College honors the following traditions:

VJ Pin

The VJ Pin is the college's highest, most comprehensive, honor. It is awarded during commencement week to the student or students in whose total personal performance is found a striking, consistent, and continually growing achievement of the values central to Villa Julie:

- the ability to think and the ability to translate thought into action;
- respect for the dignity of the individual;
- responsibility; personal independence;
- in short, a student not only capable of bringing meaning to the world around him/her, but already giving evidence that he/she will not merely adjust to life but make a difference in it.

Recipients of the award are selected by a committee of administration, faculty and staff.

Unsung Senior Award

The Unsung Senior Award is given during commencement week to the senior who with no formal recognition, unselfishly and unceasingly gave of himself and his time to the college. The recipient is nominated by faculty and senior students and voted upon by the Senior Class.

Elizabeth McWethy Award

This award is bestowed upon the student who has performed or achieved in an outstanding manner, developed his creative poten-

tialities, manifested genuine concern for others, and who has, hence, been a significant influence in the lives of those around him.

Joan Suzanne Gregory Award

The Joan Suzanne Gregory Award is presented at graduation to the outstanding graduate of the Medical Secretarial Program. This student has exhibited superior performance in secretarial skills, outstanding achievement in the medical studies, above average achievement in liberal art studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Medical Secretarial Program.

Edna A. Sweeney Award

The Edna A. Sweeney Award, for the outstanding senior in the Business/Legal Secretarial Program, is presented at graduation to the student who has exhibited superior performance in secretarial skills, outstanding achievement in Business/Legal studies, above average achievement in liberal arts studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Business/Legal Secretarial Program.

Evalyn M. Stevenson Award

The Evalyn M. Stevenson Award, presented to the outstanding senior in the Child Study Program at graduation, honors the student who has manifested cultural and intellectual interests, exhibited superior achievement in the theoretical and practical aspects of each of the Child Study courses, demonstrated ability to communicate with children and to foster their creative growth, manifested integrity, personal freedom, love of children, and dedication to the ideals of Villa Julie College and of the profession. The recipient is selected by the faculty engaged in the Child Study Program.

H. David Reese Award

Presented to the outstanding graduate of the Transfer Programs, the H. David Reese Award honors the senior who has manifested intellectual interest, exhibited superior achievement in each division of the liberal arts, ranked in the top quintile of the class, and manifested integrity, personal freedom, understanding, responsiveness, and creativity.

Villa Julie College Award

Presented to the outstanding graduate of the Allied Health Programs, this award recognizes the student whose outstanding performance in the Allied Health area, above average achievement in liberal arts studies, personal integrity and manifested dedication to the medical

profession, personifies the ideals of Villa Julie College. The recipient is selected by the faculty engaged in the Allied Health Programs.

Villa Julie College Award

Presented to the outstanding graduate of the Legal Assistant Program, this award honors the student who has demonstrated superior performance in the legal specialty courses and outstanding achievement in related areas of study and who, through manifestation of professional attitude and personal integrity, embodies the ideals of Villa Julie College and of the legal profession. The recipient is selected by the faculty engaged in the Legal Assistant Program.

GENERAL INFORMATION AND REGULATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with the "Family Educational Rights and Privacy Act," signed into law by President Ford, on December 31, 1974, Villa Julie College will follow these guidelines for student access to records, release of information, and right to challenge accuracy of the record.

Students have the right to review information in their official college records. The official in charge of the records must grant access "within a reasonable period of time, but in no case more than forty-five days after the request has been made." If the student believes there is some inaccuracy present, she/he may speak first with the official in charge of the records and then, if still not satisfied, present a request to the College Dean for a hearing. The student will be given full opportunity to present evidence, but should be prepared to justify the request by factual data.

Student educational records are not released to anyone without the written consent of the student. It is therefore necessary that transcript requests be made in writing and not by telephone communication. Access to student files within the college is restricted to the student and to official personnel of the college.

Excluded from the definition of educational records are the personal notes of teachers and administrators. Students also are not allowed access to their Parents' Confidential Statements, or to letters of recommendation received prior to the passage of the bill and sent at that time under the assumption of confidentiality.

Consent of the student is not required for release of "Directory Information." Such information includes the student's name, date and place of birth, address, telephone number (if listed), and dates of attendance at the institution.

Student records are maintained at Villa Julie College as indicated in the following. With the exception of those marked by an asterisk (*), the records are available to the individual student.

Business Office

Access	On File	In Charge of Records
Administrators Staff	Nat'l Direct/Defense Student Loan records Scholarship records Tuition payment records Work-study student payroll	Mr. Joseph Greenfield Business Manager

Admissions Office

Access	On File	In Charge of Records
Admissions Committee Staff	Applications for admission to the college, and high school or previous college transcripts (later sent to Registrar's office). Health records (later sent to Dean of Students' Office). Applications and transcripts of non-registrants (destroyed after three years).	Robert C. Koermer Director of Admissions

Dean of Students' Office (All records destroyed when student leaves the College)

Access	On File	In Charge of Records
	Health records Summary report of Strong Vocational Interest questionnaire *Counseling Interview Sheets	Lois O'Brien Dean of Students

Financial Aid Office

Access	On File	In Charge of Records
Coordinator of Financial Aid	*Parents' Confidential Statement Student's Financial Statement Student affidavits Loyalty Oath for students receiving NDSL aid Promissory notes for NDSL Schedule of repayment for NDSL Exit interview forms for NDSL	Sister Mary Bernadette Director of Financial Aid

Registrar's Office

Access	On File	In Charge of Records
Administration Faculty	Materials submitted when applying for admission: applications, previous transcripts, SAT scores Academic data: VJC transcripts, class schedules, quarter grades, class rank lists, probation lists	Sister Mary Alice Registrar

Placement Office

Access	On File	In Charge of Records
Administration Faculty Staff	Records and employer evaluations of internship, fieldwork and clinical experience Students' employment records, including employer evaluations Faculty evaluations of students Student/alumnae employment registrations and records of job referrals Alumnae follow-up employment records Student activity records	Anne Shelton Director of Placement

EQUAL OPPORTUNITY POLICY

Villa Julie College admits students of any race, color, sex, religion, national or ethnic origin to all its programs, activities, rights, privileges, and benefits. The college also is in compliance with federal regulations regarding prohibition of discrimination on the basis of age, conditions of handicap, and veteran status.

ALCOHOL POLICY

Villa Julie College, in accordance with Maryland State Law, allows the serving of beer and light wines to persons 18 years of age and older at those college functions deemed appropriate and approved in advance by the Dean of Students.

Valid identification shall be required of all students and guests attending approved functions.

Students are expected to recognize their responsibility for compliance with civil law and to exercise good judgment in the use of alcoholic beverages. Abuse of alcoholic beverages, or disorderly conduct resulting from its use, may result in expulsion from the function, and/or disciplinary action by the college.

DRUG POLICY

The Villa Julie Community, recognizing the inherent dangers of drug abuse to both the individual and the community, affirms such abuse to be contrary to our goals. Therefore, the use of drugs is prohibited on the college campus.

To aid the individual involved in drug abuse, counseling will be available through the resources of the Villa Julie Community as well as social agencies and psychiatric referrals.

Members of the community should also be aware that drug abuse by an individual could result in further action.

Policy Approved by Administrative Council, April, 1971

SNOW DAYS/INCLEMENT WEATHER

Day Classes

Villa Julie College follows the snow policy of the Baltimore County Public Schools. Information about closing or late opening can be heard on radio stations in the morning. Please do not call the college.

When the Baltimore County Public Schools are closed, the college is closed. When the Baltimore County Public Schools open one hour late, the 8 o'clock classes scheduled for that day are cancelled; the rest of the schedule is as usual.

Evening Classes

Special radio announcements will be made if evening classes are cancelled.

PARKING AND CAR REGULATIONS

Parking is permitted on any parking lot other than the visitor parking area.

Please observe the 20 m.p.h. speed limit on campus.

SMOKING AND EATING

Because of fire prevention and housekeeping standards, smoking and eating are allowed in the Student Center dining and lounge areas only. There must be no smoking, eating or drinking in the library, classrooms, or lecture rooms.

BULLETIN BOARDS

Bulletin boards are located in strategic areas throughout the college. In Founders' Hall and the Student Center, bulletin boards are designated for Student Government, College activities, outside events, placement, area cultural activities, foreign study, college transfer information.

TELEPHONES

The college telephone (301) 486-7000 is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Messages received for students will be placed in their mailboxes. Faculty and students will be called from class for emergency reasons only

Pay phones are available for student use. Their locations are:

486-9869 - Student Center
486-9872 - Lobby, Learning Resource Center
484-9758 - Stairway to Theatre

STUDENT CHANGES OF ADDRESS

All student changes of address and/or telephone numbers should be reported to the Registrar's office.

CARE OF BUILDINGS

The buildings will be open from 7:30 a.m. to 6:00 p.m., Monday through Friday (plus evening school schedule). Students and their guests are expected to show maturity in their responsible treatment of Villa Julie College buildings and grounds.

Any need for repairs should be reported immediately to the Business Office.

For special use of the buildings, such as dances or other activities, permission must be received through the Business Office. Attaching of posters, etc., to walls or doors may only be done with masking tape, never scotch tape.

GUESTS ON CAMPUS

Guests of students may be entertained in the Student Center. They may also attend classes with the permission of the instructor. The college campus is private property, and guests may be asked to leave at the discretion of the college.

PETS/ANIMALS

No animals are permitted to be brought on campus.

TUITION AND FEES

Payment in full of the tuition and fees for each semester is required on or before Registration Day of that semester. Students will not be admitted to classes until all financial requirements are met. Questions regarding financial matters should be directed to the Business Office.

REFUNDS

Tuition is refundable according to the following schedule:

Fall/Spring Sessions

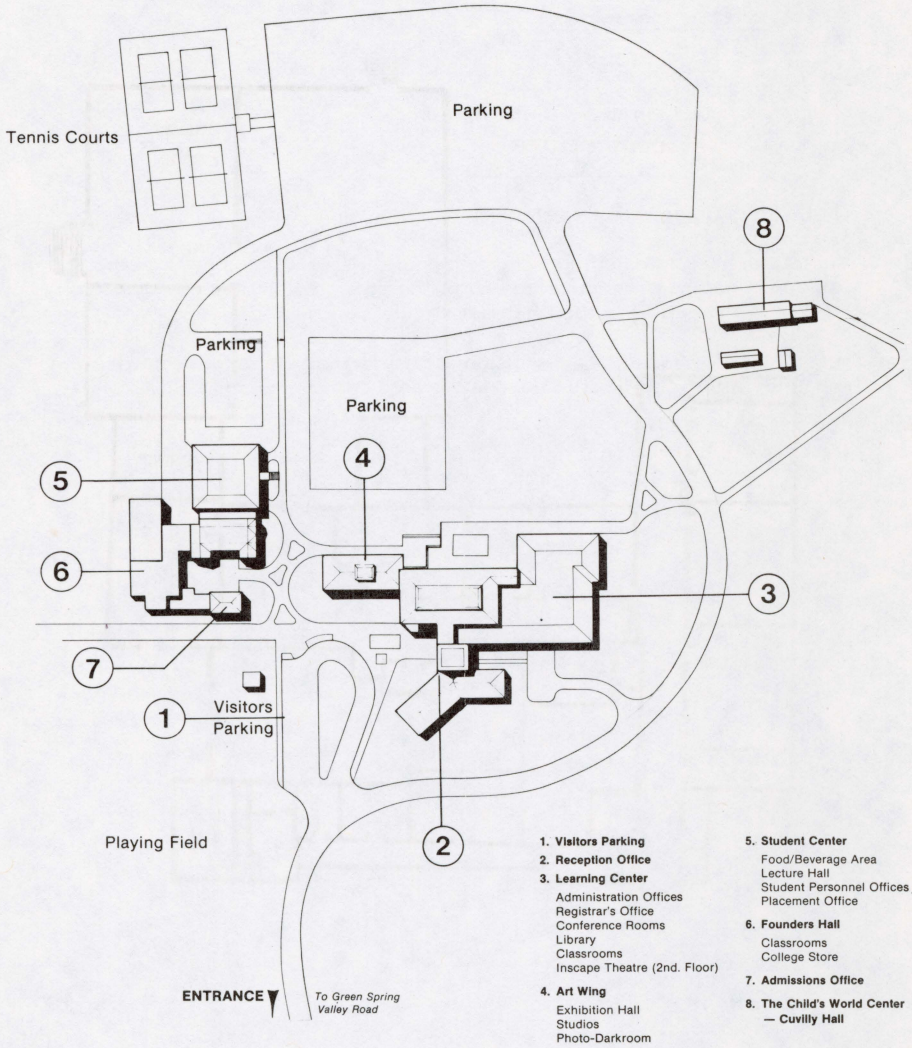
During first week of class 80%
During second week of class 60%
During third week of class 40%

January/Summer Sessions

During first week of class 50%

The class week is calculated from the date instruction begins for the session. Refunds are computed as of the date on which the request for a refund is received in the Business Office.

NOTE: This request is in addition to the normal withdrawal notification required to be submitted to the Registrar's Office.

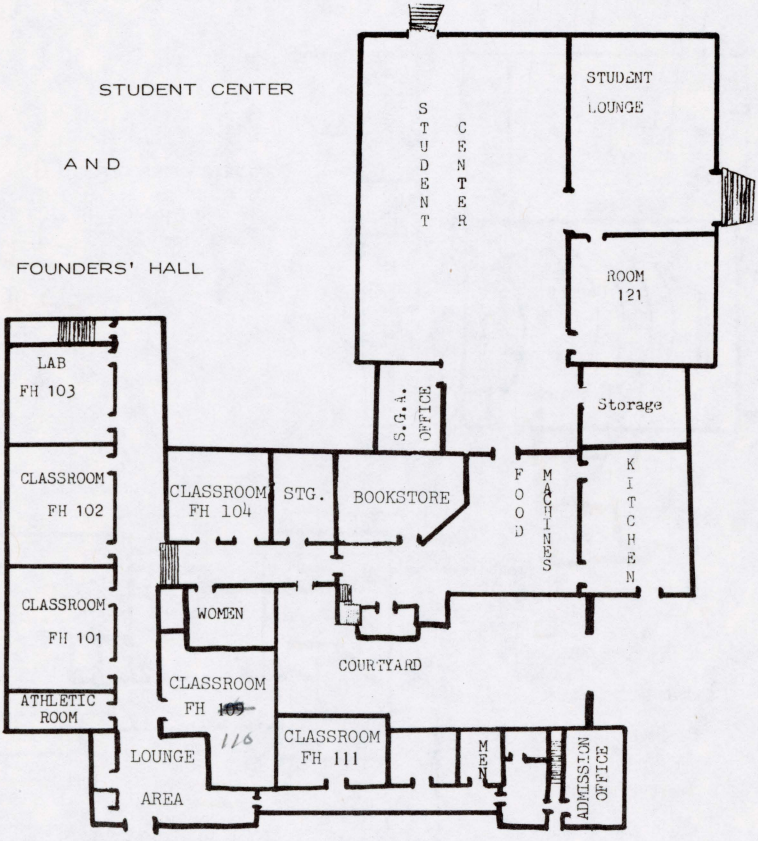


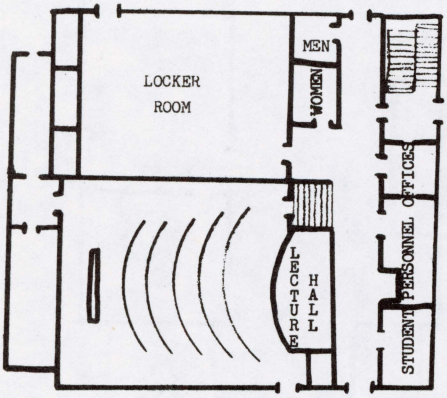
1. **Visitors Parking**
2. **Reception Office**
3. **Learning Center**
   Administration Offices
   Registrar's Office
   Conference Rooms
   Library
   Classrooms
   Inscape Theatre (2nd. Floor)
4. **Art Wing**
   Exhibition Hall
   Studios
   Photo-Darkroom
5. **Student Center**
   Food/Beverage Area
   Lecture Hall
   Student Personnel Offices
   Placement Office
6. **Founders Hall**
   Classrooms
   College Store
7. **Admissions Office**
8. **The Child's World Center — Cuvilly Hall**

STUDENT CENTER

AND

FOUNDERS' HALL

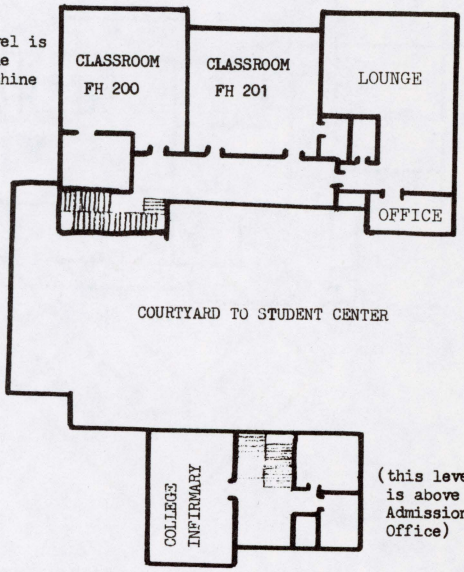




STUDENT CENTER

Ground Floor

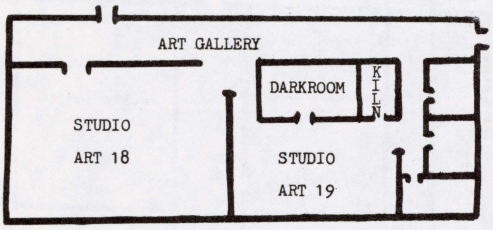
(this level is above the food machine area.)



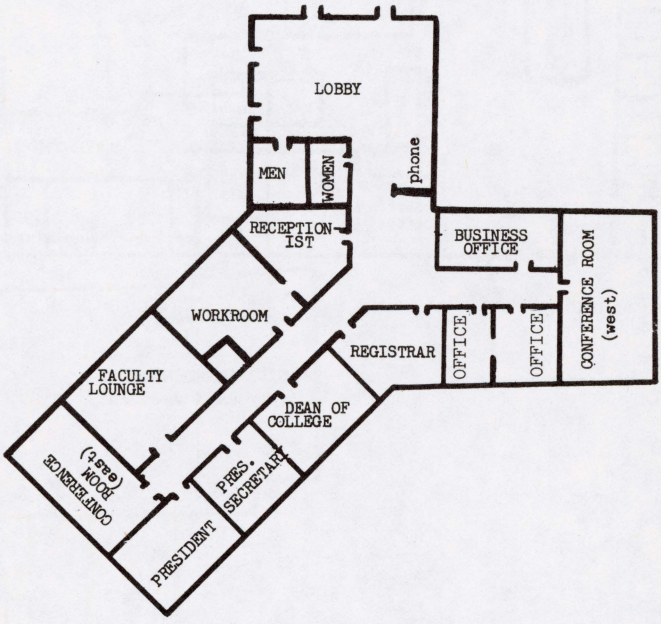
(this level is above the Admission's Office)

FOUNDERS' HALL

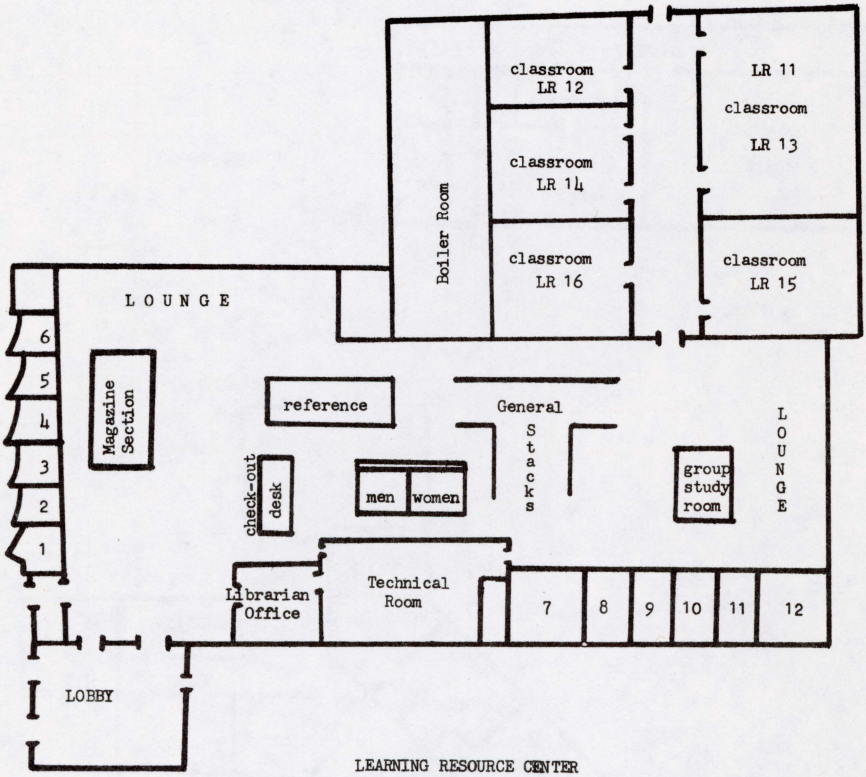
Second Floor



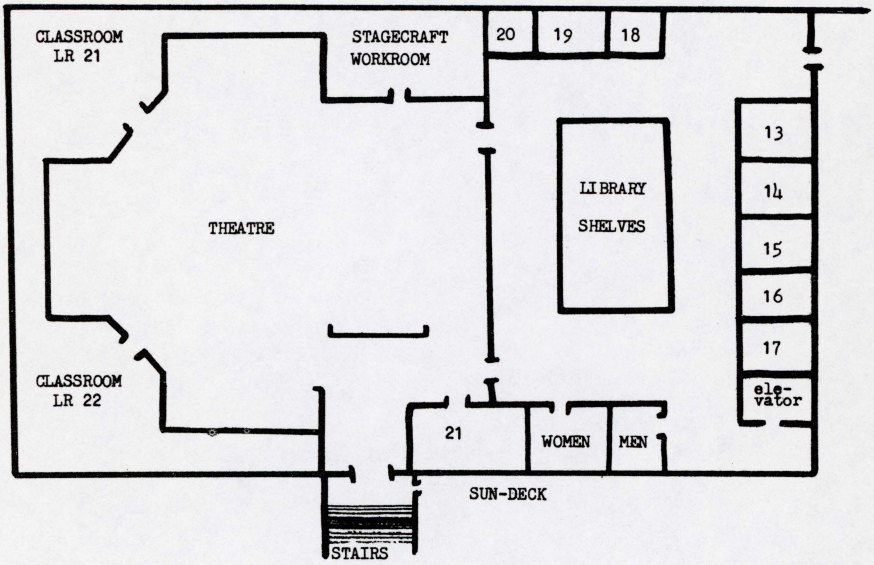
ART WING



ADMINISTRATION WING



LEARNING RESOURCE CENTER
Library and Classrooms



LEARNING RESOURCE CENTER

Second Floor

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